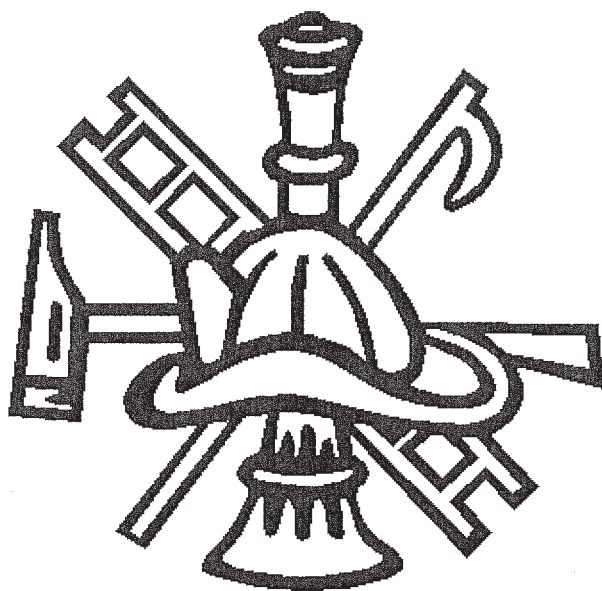


FIRE INSPECTOR I



PRACTICAL SKILL SHEETS

**INDIANA HOMELAND SECURITY
TRAINING INSTITUTE**

**STATE OF INDIANA PERFORMANCE EVALUATION
JOB PERFORMANCE REQUIREMENT SKILL STATIONS
FIRE INSPECTOR I**

GENERAL:

NFPA Standard 1031 (2003 edition), Chapter 4

4.1*: The Fire Inspector I shall meet the job performance requirements defined in Sections 4.2 through 4.4. In addition, the Fire Inspector I shall meet the requirements of Section 4.2 of NFPA 472, (2002 edition) *Standard for Professional Competence of Responders to Hazardous Materials Incidents*.

4.2*: This duty involves the preparation of correspondence and inspection reports, handling of complaints, and maintenance of records, as well as participation in legal proceedings and maintenance of an open dialogue with the plans examiner and emergency response personnel according to the following job performance requirements.

ADMINISTRATION:

Skill Test 1 NFPA Standard 1031 (2003 edition), Chapter 4

4.2.1: Prepare inspection reports, given observations from a field inspection, so that the report is clear and concise and accurately reflects the finding of the inspection in accordance with applicable codes and standards.

Skill Test 2 NFPA Standard 1031 (2003 edition), Chapter 4

4.2.2: Recognize the need for a permit, given a situation or condition, so that requirements for permits are communicated in accordance with the policies of the jurisdiction.

Skill Test 3 NFPA Standard 1031 (2003 edition), Chapter 4

4.2.3: Recognize the need for plan review, given a situation or condition, so that requirements for plan reviews are communicated in accordance with the policies of the jurisdiction.

Skill Test 4 NFPA Standard 1031 (2003 edition), Chapter 4

4.2.4: Investigate common complaints, given a reported situation or condition, so that complaint information is recorded, the AHJ-approved process is initiated, and the complaint is resolved.

Skill Test 5 NFPA Standard 1031 (2003 edition), Chapter 4

4.2.5*: Identify the applicable code or standard, given a fire protection, fire prevention, or life safety issue, so that the applicable document, edition, and section are referenced.

Skill Test 6 NFPA Standard 1031 (2003 edition), Chapter 4

4.2.6: Participate in legal proceedings, given the findings of a field inspection or a complaint and consultation with legal counsel, so that all information is presented accurately and the inspector's demeanor is professional.

FIELD INSPECTION

NFPA Standard 1031 (2003 edition), Chapter 4

4.3: This duty involves fire safety inspections of new and existing structures and properties for construction, occupancy, fire protection, and exposures, according to the following job performance requirements.

- Skill Test 1** NFPA Standard 1031 (2003 edition), Chapter 4
4.3.1: Identify the occupancy classification of a single-use occupancy, given a description of the occupancy and its use, so that an accurate classification is made according to the applicable codes and standards.
- Skill Test 2** NFPA Standard 1031 (2003 edition), Chapter 4
4.3.2: Compute the allowable occupant load of a single-use occupancy or portion thereof, given a detailed description of the occupancy so that the calculated allowable occupant load is established in accordance with applicable codes and standards.
- Skill Test 3** NFPA Standard 1031 (2003 edition), Chapter 4
4.3.3*: Inspect means of egress elements, given observations made during a field inspection of an existing building, so that means of egress elements are maintained in compliance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.
- Skill Test 4** NFPA Standard 1031 (2003 edition), Chapter 4
4.3.4*: Verify the type of construction for an addition or remodeling project, given field observations or a description of the project and the materials being used, so that the construction type is classified and recorded in accordance with the applicable codes and standards and the policies of the jurisdiction.
- Skill Test 5** NFPA Standard 1031 (2003 edition), Chapter 4
4.3.5*: Determine the operational readiness of existing fixed fire suppression systems, given test documentation and field observations, so that the systems are in an operational state, maintenance is documented, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.
- Skill Test 6** NFPA Standard 1031 (2003 edition), Chapter 4
4.3.6*: Determine the operational readiness of existing fire detection and alarm systems, given test documentation and field observations, so that the systems are in an operational state, maintenance is documented, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.
- Skill Test 7** NFPA Standard 1031 (2003 edition), Chapter 4
4.3.7*: Determine the operational readiness of existing portable fire extinguishers, given field observations and test documentation, so that the equipment is in an operational state, maintenance is documented, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.
- Skill Test 8** NFPA Standard 1031 (2003 edition), Chapter 4
4.3.8*: Recognize hazardous conditions involving equipment, processes, and operations, given field observations, so that the equipment, processes, or operations are conducted and maintained in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.
- Skill Test 9** NFPA Standard 1031 (2003 edition), Chapter 4
4.3.9: Compare an approved plan to an existing fire protection system, given approved plans and field observations, so that any modifications to the system are identified, documented, and reported in accordance with the policies of the jurisdiction.

Skill Test 10 NFPA Standard 1031 (2003 edition), Chapter 4

4.3.10*: Verify that emergency planning and preparedness measures are in place and have been practiced, given field observations, copies of emergency plans, and records of exercises, so that plans are prepared and exercises have been performed in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

Skill Test 11 NFPA Standard 1031 (2003 edition), Chapter 4

4.3.11: Inspect emergency access for a existing site, given field observations, so that the required access for emergency responders is maintained or so that deficiencies are identified, documented, and corrected in accordance with the applicable codes, standards, and policies of the jurisdiction.

Skill Test 12 NFPA Standard 1031 (2003 edition), Chapter 4

4.3.12*: Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the authority having jurisdiction, so that applicable codes and standards are addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

Skill Test 13 NFPA Standard 1031 (2003 edition), Chapter 4

4.3.13*: Verify code compliance for incidental storage, handling, and use of hazardous materials, given field observations, so that applicable codes and standards for each hazardous material encountered are addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

Skill Test 14 NFPA Standard 1031 (2003 edition), Chapter 4

4.3.14: Recognize a hazardous fire growth potential in a building or space, given field observations, so that the hazardous conditions are identified, documented, and reported in accordance with the policies of the jurisdiction.

Skill Test 15 NFPA Standard 1031 (2003 edition), Chapter 4

4.3.15*: Determine code compliance, given the codes, standards, and policies of the jurisdiction and a fire protection issue, so that the applicable codes, standards, and policies are identified and compliance determined.

Skill Test 16 NFPA Standard 1031 (2003 edition), Chapter 4

4.3.16: Verify fire flows for a site, given fire flow test results and water supply data, so that required fire flows are in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

The following candidate has successfully passed all required skill stations for the Fire Inspector I Performance Evaluation:

CANDIDATE: _____

DATE: _____

EVALUATOR: _____

LEAD EVALUATOR: _____

Indiana Board of Firefighting Personnel Standards and Education
NFPA 1031 2003 EDITION

FIRE INSPECTOR I

DATE: _____

SKILL TEST 1: ADMINISTRATION

STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION

PERSONNEL CLASSIFICATION: Fire Inspector I.

OBJECTIVE: NFPA Standard 1031 (2003 edition), Chapter 4

4.2.1: Prepare inspection reports, given observations from a field inspection, so that the report is clear and concise and accurately reflects the finding of the inspection in accordance with applicable codes and standards.

TASK: Prepare inspection report, using personal observations or information received from a field inspection to create a clear, concise, and accurate inspection report that properly reflects applicable codes and standards.

TOOLS/EQUIPMENT: Observations from a field inspection. Pen/pencil. Inspection report form. Applicable codes and standards. Computer/word processor with printer or typewriter and official letterhead, if applicable.

ATTAINMENT STANDARD: Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

DID THE CANDIDATE:	PASS		FAIL	
1. Prepare an Inspection Report.				
2. Utilize observations from a field inspection.				
3. Prepare a report that communicates its message clearly.				
4. Prepare a report that communicates in a concise manner.				
5. Prepare a report that communicates accurately.				
6. Accurately reflect applicable codes and standards.				

RECOMMENDED AREAS FOR FURTHER TRAINING

CANDIDATE: _____

DATE: _____

EVALUATOR: _____

FIRE INSPECTOR I

DATE: _____

SKILL TEST 2: ADMINISTRATION

STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION

PERSONNEL CLASSIFICATION: Fire Inspector I.

OBJECTIVE: NFPA Standard 1031 (2003 edition), Chapter 4

4.2.2: Recognize the need for a permit, given a situation or condition, so that requirements for permits are communicated in accordance with the policies of the jurisdiction.

TASK: Given a situation where a permit is required, Candidate must recognize the need for a permit and communicate the requirements for the permit in accordance with policies of the jurisdiction.

TOOLS/EQUIPMENT: Scenario or actual situation where a permit would be required. Pen/pencil. Policies of the authority having jurisdiction. Computer/word processor with printer or typewriter and official letterhead, if applicable. Requirements for issuing permits.

ATTAINMENT STANDARD: Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

DID THE CANDIDATE:	PASS		FAIL	
1. Recognize the need for a permit.				
2. Understand the type of permit required.				
3. Direct written communication to the proper responsible party.				
4. Communicate why the permit is necessary				
5. Advise party how to proceed with securing necessary permit.				
6. Adhere to the policies of the jurisdiction.				

RECOMMENDED AREAS FOR FURTHER TRAINING

CANDIDATE: _____

DATE: _____

EVALUATOR: _____

FIRE INSPECTOR I

DATE: _____

SKILL TEST 3: ADMINISTRATION

STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION

PERSONNEL CLASSIFICATION: Fire Inspector I.

OBJECTIVE: NFPA Standard 1031 (2003 edition), Chapter 4

4.2.3: Recognize the need for plan review, given a situation or condition, so that requirements for plan reviews are communicated in accordance with the policies of the jurisdiction.

TASK: Given a situation where a plan review is required, Candidate must recognize the need for a plan review and communicate the requirements for the plan review in accordance with policies of the jurisdiction.

TOOLS/EQUIPMENT: Scenario or actual situation where a plan review would be required. Pen/pencil. Policies of the authority having jurisdiction. Computer/word processor with printer or typewriter and official letterhead, if applicable. Requirements for conducting plan reviews.

ATTAINMENT STANDARD: Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

DID THE CANDIDATE:	PASS		FAIL	
1. Recognize the need for a plan review.				
2. Understand the type of plan review required.				
3. Direct written communication to the proper responsible party.				
4. Communicate why the plan review is necessary				
5. Advise party how to proceed with obtaining a plan review.				
6. Adhere to the policies of the jurisdiction.				

RECOMMENDED AREAS FOR FURTHER TRAINING

CANDIDATE: _____

DATE: _____

EVALUATOR: _____

FIRE INSPECTOR I
SKILL TEST 4: ADMINISTRATION

DATE: _____

STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION

PERSONNEL CLASSIFICATION: Fire Inspector I.

OBJECTIVE NFPA Standard 1031 (2003 edition), Chapter 4

4.2.4: Investigate common complaints, given a reported situation or condition, so that complaint information is recorded, the AHJ-approved process is initiated, and the complaint is resolved.

TASK: Having been informed of a common fire safety complaint (*condition or situation*), Candidate will record the information, initiate complaint response process, and resolve the complaint.

TOOLS/EQUIPMENT: Scenario or actual situation where a common fire safety complaint has been made. Policies of the authority having jurisdiction. Computer/word processor with printer or typewriter and official letterhead, if applicable. Pen/pencil and paper. Applicable codes and standards.

ATTAINMENT STANDARD: Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

DID THE CANDIDATE:	PASS	FAIL
1. Receive the complaint with attentiveness and concern.		
2. Record the complaint information for future reference.		
3. Confirm or research applicable codes and standards.		
4. Perform an investigation to confirm situation.		
5. Resolve complaint based upon policies, codes, and standards.		
6. Inform complainant in writing of action taken.		

RECOMMENDED AREAS FOR FURTHER TRAINING

CANDIDATE: _____

DATE: _____

EVALUATOR: _____

Indiana Board of Firefighting Personnel Standards and Education
NFPA 1031 2003 EDITION

FIRE INSPECTOR I

DATE: _____

SKILL TEST 5: ADMINISTRATION

STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION

PERSONNEL CLASSIFICATION: Fire Inspector I.

OBJECTIVE: NFPA Standard 1031 (2003 edition), Chapter 4

4.2.5*: Identify the applicable code or standard, given a fire protection, fire prevention, or life safety issue, so that the applicable document, edition, and section are referenced.

TASK: Using the same scenario given in Skill Test 1 of this section (*Administration*), identify the proper document, edition, and section applicable to the fire safety problem given.

TOOLS/EQUIPMENT: Computer/word processor with printer or typewriter and official letterhead. Applicable codes and standards.

ATTAINMENT STANDARD: Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

DID THE CANDIDATE:	PASS		FAIL	
1. Identify the applicable code or standard.				
2. Reference the proper document containing code/standard.				
3. Reference the proper edition of applicable code or standard.				
4. Reference the correct section of applicable code or standard.				

RECOMMENDED AREAS FOR FURTHER TRAINING

CANDIDATE: _____

DATE: _____

EVALUATOR: _____

FIRE INSPECTOR I

DATE: _____

SKILL TEST 6: ADMINISTRATION

STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION

PERSONNEL CLASSIFICATION: Fire Inspector I.

OBJECTIVE: NFPA Standard 1031 (2003 edition), Chapter 4

4.2.6: Participate in legal proceedings, given the findings of a field inspection or a complaint and consultation with legal counsel, so that all information is presented accurately and the inspector's demeanor is professional.

TASK: Using the same scenario given in Skill Test 1 of this section (*Administration*), Candidate will play the role of the Fire Inspector I facing a legal challenge to his resolution of the fire safety problem given in that exercise. Conduct courtroom role play exercise to the extent necessary to ensure that Candidate is provided legal counsel (*simulated*) and testifies to the conditions, applicable codes and standards, and resolution of the fire safety problem.

TOOLS/EQUIPMENT: Person(s) to play roles during courtroom exercise. Requires persons to act as judge and two attorneys. Suitable indoor environment for role-play exercise.

ATTAINMENT STANDARD: The candidate will complete all elements of the assigned task within the time frame provided by the Instructor.

DID THE CANDIDATE:	PASS		FAIL	
1. Participate at simulated legal proceeding.				
2. Testify to the conditions present at given fire safety problem.				
3. Testify to the codes and standards applicable to the situation.				
4. Testify to the proper resolution of the situation.				
5. Present a demeanor appropriate courtroom proceedings.				
6. Present accurate information in response to questions.				

RECOMMENDED AREAS FOR FURTHER TRAINING

CANDIDATE: _____

DATE: _____

EVALUATOR: _____

FIRE INSPECTOR I

DATE: _____

SKILL TEST 1: FIELD INSPECTION

STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION

PERSONNEL CLASSIFICATION: Fire Inspector I.

OBJECTIVE: NFPA Standard 1031 (2003 edition), Chapter 4

4.3.1: Identify the occupancy classification of a single-use occupancy, given a description of the occupancy and its use, so that an accurate classification is made according to the applicable codes and standards.

TASK: Given a detailed description of a single-use occupancy, identify the proper occupancy classification according to applicable codes and standards.

TOOLS/EQUIPMENT: Detailed description of single-use occupancy. Applicable codes and standards. Computer/word processor with printer or typewriter and official letterhead, if applicable.

ATTAINMENT STANDARD: The candidate will complete all elements of the assigned task within the time frame provided by the Instructor.

DID THE CANDIDATE:	PASS		FAIL	
1. Identify the occupancy classification of given occupancy.				
2. Consider use of occupancy in occupancy classification.				
3. Utilize applicable codes and standards in classification.				

RECOMMENDED AREAS FOR FURTHER TRAINING

CANDIDATE: _____

DATE: _____

EVALUATOR: _____

Indiana Board of Firefighting Personnel Standards and Education
NFPA 1031 2003 EDITION

FIRE INSPECTOR I

DATE: _____

SKILL TEST 2: FIELD INSPECTION

STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION

PERSONNEL CLASSIFICATION: Fire Inspector I.

OBJECTIVE: NFPA Standard 1031 (2003 edition), Chapter 4

4.3.2: Compute the allowable occupant load of a single-use occupancy or portion thereof, given a detailed description of the occupancy so that the calculated allowable occupant load is established in accordance with applicable codes and standards.

TASK: Using the same detailed description of a single-use occupancy given in Skill Test 1 of this section (*Field Inspection*), compute the allowable occupant load for this occupancy or portion thereof. Use the description and applicable codes and standards to establish occupant load.

TOOLS/EQUIPMENT: Detailed description of single-use occupancy. Applicable codes and standards. Computer/word processor with printer or typewriter and official letterhead, if applicable. Pen/pencil and paper. Calculator, if applicable.

ATTAINMENT STANDARD: Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

DID THE CANDIDATE:	PASS	FAIL
1. Calculate allowable occupant load for single-use occupancy.		
2. Use given description of occupancy to establish occupant load.		
3. Use applicable codes and standards to establish occupant load.		
4. Utilize proper occupant load formula for calculation.		

RECOMMENDED AREAS FOR FURTHER TRAINING

CANDIDATE: _____

DATE: _____

EVALUATOR: _____

Indiana Board of Firefighting Personnel Standards and Education
NFPA 1031 2003 EDITION

FIRE INSPECTOR I

DATE: _____

SKILL TEST 3: FIELD INSPECTION

STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION

PERSONNEL CLASSIFICATION: Fire Inspector I.

OBJECTIVE: NFPA Standard 1031 (2003 edition), Chapter 4

4.3.3*: Inspect means of egress elements, given observations made during a field inspection of an existing building, so that means of egress elements are maintained in compliance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

TASK: Use personal observations or field observations provided by the Instructor for an existing building to establish that means of egress elements are being maintained in adherence to applicable codes and standards. Identify, document, and report deficiencies in accordance with the policies of the jurisdiction.

TOOLS/EQUIPMENT: Personal observations or field observations provided by Instructor for the means of egress for an existing building. Pen/pencil, paper. Inspection Report. Policies of the jurisdiction. Applicable codes and standards. Computer/word processor with printer or typewriter and official letterhead, if applicable.

ATTAINMENT STANDARD: Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

DID THE CANDIDATE:	PASS	FAIL
1. Make personal observations or use given field observations.		
2. Inspect means of egress elements for an existing building.		
3. Ensure that means of egress is being maintained.		
4. Confirm compliance with applicable codes and standards.		
5. Identify and document deficiencies.		
6. Report deficiencies in accordance with policies of jurisdiction.		

RECOMMENDED AREAS FOR FURTHER TRAINING

CANDIDATE: _____

DATE: _____

EVALUATOR: _____

Indiana Board of Firefighting Personnel Standards and Education
NFPA 1031 2003 EDITION

FIRE INSPECTOR I

DATE: _____

SKILL TEST 4: FIELD INSPECTION

STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION

PERSONNEL CLASSIFICATION: Fire Inspector I.

OBJECTIVE: NFPA Standard 1031 (2003 edition), Chapter 4

4.3.4*: Verify the type of construction for an addition or remodeling project, given field observations or a description of the project and the materials being used, so that the construction type is classified and recorded in accordance with the applicable codes and standards and the policies of the jurisdiction.

TASK: Classify the type of construction for an addition or remodeling project. Use field observations or a description of the project and materials being used to classify and record the construction type in accordance with applicable codes, standards, and policies of the jurisdiction.

TOOLS/EQUIPMENT: Personal observations or field observations provided by Instructor for an addition or remodeling project. Pen/pencil, paper. Inspection Report. Policies of the jurisdiction. Applicable codes and standards. Computer/word processor with printer or typewriter and official letterhead, if applicable.

ATTAINMENT STANDARD: Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

DID THE CANDIDATE:	PASS	FAIL
1. Make field observations or use project description.		
2. Classify type of construction of addition or remodeling project.		
3. Record construction type in accordance with applicable codes.		
4. Record construction type according to policies of jurisdiction.		

RECOMMENDED AREAS FOR FURTHER TRAINING

CANDIDATE: _____

DATE: _____

EVALUATOR: _____

FIRE INSPECTOR I

DATE: _____

SKILL TEST 5: FIELD INSPECTION

STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION

PERSONNEL CLASSIFICATION: Fire Inspector I.

OBJECTIVE: NFPA Standard 1031 (2003 edition), Chapter 4

4.3.5*: Determine the operational readiness of existing fixed fire suppression systems, given test documentation and field observations, so that the systems are in an operational state, maintenance is documented, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

TASK: Use test documentation and field observations to determine operational readiness of existing fixed fire suppression systems. Ensure that system is operational, maintenance is documented, and deficiencies are identified, documented, and reported according to policies of the jurisdiction.

TOOLS/EQUIPMENT: Test documentation and field observations. Pen/pencil, paper. Inspection Report. Policies of the jurisdiction. Applicable codes and standards. Computer/word processor with printer or typewriter and official letterhead, if applicable.

ATTAINMENT STANDARD: Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

DID THE CANDIDATE:	PASS	FAIL
1. Determine operational readiness of fixed suppression system.		
2. Use test documentation to determine operational readiness.		
3. Use field observations to determine operational readiness.		
4. Verify documentation of maintenance and testing.		
5. Identify and document deficiencies according to policies.		
6. Report deficiencies in accordance with policies of jurisdiction.		

RECOMMENDED AREAS FOR FURTHER TRAINING

CANDIDATE: _____

DATE: _____

EVALUATOR: _____

FIRE INSPECTOR I

DATE: _____

SKILL TEST 6: FIELD INSPECTION

STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION

PERSONNEL CLASSIFICATION: Fire Inspector I.

OBJECTIVE: NFPA Standard 1031 (2003 edition), Chapter 4

4.3.6*: Determine the operational readiness of existing fire detection and alarm systems, given test documentation and field observations, so that the systems are in an operational state, maintenance is documented, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

TASK: Use test documentation and field observations to determine operational readiness of existing fire detection and alarm systems. Verify that systems are in an operational state, maintenance is documented, deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

TOOLS/EQUIPMENT: Test documentation and field observations. Pen/pencil, paper. Inspection Report. Policies of the jurisdiction. Applicable codes and standards. Computer/word processor with printer or typewriter and official letterhead, if applicable.

ATTAINMENT STANDARD: Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

DID THE CANDIDATE:	PASS	FAIL
1. Determine operational readiness of detection/alarm system.		
2. Use test documentation to determine operational readiness.		
3. Use field observations to determine operational readiness.		
4. Verify documentation of maintenance and testing.		
5. Identify and document deficiencies according to policies.		
6. Report deficiencies in accordance with policies of jurisdiction.		

RECOMMENDED AREAS FOR FURTHER TRAINING

CANDIDATE: _____

DATE: _____

EVALUATOR: _____

FIRE INSPECTOR I
SKILL TEST 7: FIELD INSPECTION

DATE: _____

STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION

PERSONNEL CLASSIFICATION: Fire Inspector I.

OBJECTIVE: NFPA Standard 1031 (2003 edition), Chapter 4

4.3.7*: Determine the operational readiness of existing portable fire extinguishers, given field observations and test documentation, so that the equipment is in an operational state, maintenance is documented, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

TASK: Use test documentation and field observations to determine operational readiness of existing portable fire extinguishers. Verify that extinguishers are in an operational state, maintenance is documented, deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

TOOLS/EQUIPMENT: Test documentation and field observations. Pen/pencil, paper. Inspection Report. Policies of the jurisdiction. Applicable codes and standards. Computer/word processor with printer or typewriter and official letterhead, if applicable.

ATTAINMENT STANDARD: Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

DID THE CANDIDATE:	PASS		FAIL	
1. Determine operational readiness of portable fire extinguishers.				
2. Use test documentation to determine operational readiness.				
3. Use field observations to determine operational readiness.				
4. Verify documentation of maintenance and testing.				
5. Identify and document deficiencies according to policies.				
6. Report deficiencies in accordance with policies of jurisdiction.				

RECOMMENDED AREAS FOR FURTHER TRAINING

CANDIDATE: _____

DATE: _____

EVALUATOR: _____

FIRE INSPECTOR I

DATE: _____

SKILL TEST 8: FIELD INSPECTION

STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION

Indiana Board of Firefighting Personnel Standards and Education
NFPA 1031 2003 EDITION

PERSONNEL CLASSIFICATION: Fire Inspector I.

OBJECTIVE: NFPA Standard 1031 (2003 edition), Chapter 4

4.3.8*: Recognize hazardous conditions involving equipment, processes, and operations, given field observations, so that the equipment, processes, or operations are conducted and maintained in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

TASK: Use field observations to recognize hazardous conditions involving equipment, processes, and operations. Ensure that these are conducted and maintained in accordance with applicable codes and standards. Identify, document, and report deficiencies in accordance with the policies of the jurisdiction.

TOOLS/EQUIPMENT: Field observations of equipment, processes, and operations. Pen/pencil, paper. Inspection Report. Policies of the jurisdiction. Applicable codes and standards. Computer/word processor with printer or typewriter and official letterhead, if applicable.

ATTAINMENT STANDARD: Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

DID THE CANDIDATE:	PASS	FAIL
1. Recognize hazardous conditions involving equipment.		
2. Recognize hazardous conditions involving processes and/or operations.		
3. Verify that equipment is being maintained and operated in accordance with applicable codes and standards.		
4. Verify that processes or operations are being maintained and operated in accordance with applicable codes and standards.		
5. Identify and document deficiencies according to policies.		
6. Report deficiencies according to policies of the jurisdiction.		

RECOMMENDED AREAS FOR FURTHER TRAINING

CANDIDATE: _____

DATE: _____

EVALUATOR: _____

FIRE INSPECTOR I

DATE: _____

SKILL TEST 9: FIELD INSPECTION

STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION

PERSONNEL CLASSIFICATION: Fire Inspector I.

OBJECTIVE: NFPA Standard 1031 (2003 edition), Chapter 4

4.3.9: Compare an approved plan to an existing fire protection system, given approved plans and field observations, so that any modifications to the system are identified, documented, and reported in accordance with the policies of the jurisdiction.

TASK: Use an approved fire protection system plan to evaluate an installed fire protection system. Use approved plans and field observations to identify, document, and report any modifications in accordance with the policies of the jurisdiction.

TOOLS/EQUIPMENT: Approved fire protection system plans. Field observations of installed fire protection system. Pen/pencil, paper. Inspection Report. Policies of the jurisdiction. Applicable codes and standards. Computer/word processor with printer or typewriter and official letterhead, if applicable.

ATTAINMENT STANDARD: Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

DID THE CANDIDATE:	PASS		FAIL	
1. Compare approved plans to an installed fire protection system.				
2. Compare field observations to approved plans.				
3. Identify any modifications to the system.				
4. Document any modifications to the system.				
5. Report any modifications to the system.				
6. Adhere to policies of the jurisdiction.				

RECOMMENDED AREAS FOR FURTHER TRAINING

CANDIDATE: _____

DATE: _____

EVALUATOR: _____

FIRE INSPECTOR I

DATE: _____

SKILL TEST 10: FIELD INSPECTION

STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION

PERSONNEL CLASSIFICATION: Fire Inspector I.

OBJECTIVE: NFPA Standard 1031 (2003 edition), Chapter 4

4.3.10*: Verify that emergency planning and preparedness measures are in place and have been practiced, given field observations, copies of emergency plans, and records of exercises, so that plans are prepared and exercises have been performed in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

TASK: Evaluate whether emergency plans and preparedness measures exist and have been practiced. Confirm that plans have been prepared and practiced according to applicable codes and standards and deficiencies have been properly identified, documented, and reported.

TOOLS/EQUIPMENT: Emergency plans. Field observations. Documentation of practice/training exercises of emergency plan. Pen/pencil, paper. Policies of the jurisdiction. Applicable codes and standards. Computer/word processor with printer or typewriter and official letterhead, if applicable.

ATTAINMENT STANDARD: Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

DID THE CANDIDATE:	PASS		FAIL	
1. Verify that an emergency/preparedness plan is in place.				
2. Review written plan as it applies to codes and standards.				
3. Review documentation of emergency plan exercises.				
4. Use field observations to confirm emergency preparedness.				
5. Identify and document deficiencies in the emergency plan.				
6. Report deficiencies according to policies of the jurisdiction.				

RECOMMENDED AREAS FOR FURTHER TRAINING

CANDIDATE: _____

DATE: _____

EVALUATOR: _____

FIRE INSPECTOR I

DATE: _____

SKILL TEST 11: FIELD INSPECTION

STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION

PERSONNEL CLASSIFICATION: Fire Inspector I.

OBJECTIVE: NFPA Standard 1031 (2003 edition), Chapter 4

4.3.11: Inspect emergency access for a existing site, given field observations, so that the required access for emergency responders is maintained or so that deficiencies are identified, documented, and corrected in accordance with the applicable codes, standards, and policies of the jurisdiction.

TASK: Inspect emergency access for a site and use field observations to determine if required access for emergency responders is being maintained. Identify, document, and correct deficiencies according to applicable codes, standards, and policies of the jurisdiction.

TOOLS/EQUIPMENT: Field observations. Pen/pencil, paper. Policies of the jurisdiction. Applicable codes and standards. Computer/word processor with printer or typewriter and official letterhead, if applicable.

ATTAINMENT STANDARD: Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

DID THE CANDIDATE:	PASS	FAIL
1. Inspect emergency access for a site.		
2. Determine if required emergency access is being maintained.		
3. Identify deficiencies according to codes, standards, policies.		
4. Document deficiencies according to codes, standards, policies.		
5. Correct deficiencies according to codes, standards, policies.		

RECOMMENDED AREAS FOR FURTHER TRAINING

CANDIDATE: _____

DATE: _____

EVALUATOR: _____

FIRE INSPECTOR I

DATE: _____

SKILL TEST 12: FIELD INSPECTION

STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION

PERSONNEL CLASSIFICATION: Fire Inspector I.

OBJECTIVE: NFPA Standard 1031 (2003 edition), Chapter 4

4.3.12*: Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the authority having jurisdiction, so that applicable codes and standards are addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

TASK: Determine code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases. Use field observations, applicable codes and standards, and guidelines from the authority having jurisdiction to identify, document, and report deficiencies.

TOOLS/EQUIPMENT: Field observations. Pen/pencil, paper. Guidelines and Policies of the jurisdiction. Applicable codes and standards. Computer/word processor with printer or typewriter and official letterhead, if applicable.

ATTAINMENT STANDARD: Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

DID THE CANDIDATE:	PASS	FAIL
1. Verify code compliance for storage, handling, and use of flammable and combustible liquids.	<input type="checkbox"/>	<input type="checkbox"/>
2. Verify code compliance for storage, handling, and use of flammable and combustible gases.	<input type="checkbox"/>	<input type="checkbox"/>
3. Use field observations to determine code compliance.	<input type="checkbox"/>	<input type="checkbox"/>
4. Use codes, standards, and guidelines to determine compliance.	<input type="checkbox"/>	<input type="checkbox"/>
5. Identify deficiencies according to codes, standards, guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
6. Document and report deficiencies according to guidelines.	<input type="checkbox"/>	<input type="checkbox"/>

RECOMMENDED AREAS FOR FURTHER TRAINING

CANDIDATE: _____

DATE: _____

EVALUATOR: _____

FIRE INSPECTOR I

DATE: _____

SKILL TEST 13: FIELD INSPECTION

STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION

PERSONNEL CLASSIFICATION: Fire Inspector I.

OBJECTIVE: NFPA Standard 1031 (2003 edition), Chapter 4

4.3.13*: Verify code compliance for incidental storage, handling, and use of hazardous materials, given field observations, so that applicable codes and standards for each hazardous material encountered are addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

TASK: Determine code compliance for incidental storage, handling, and use of hazardous materials. Use field observations, applicable codes and standards, and policies of the authority having jurisdiction to identify, document, and report deficiencies.

TOOLS/EQUIPMENT: Field observations. Pen/pencil, paper. Policies of the jurisdiction. Applicable codes and standards. Computer/word processor with printer or typewriter and official letterhead, if applicable.

ATTAINMENT STANDARD: Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

DID THE CANDIDATE:	PASS	FAIL
1. Verify code compliance for storage, handling, and use of hazardous materials.	<input type="checkbox"/>	<input type="checkbox"/>
2. Use field observations to determine code compliance.	<input type="checkbox"/>	<input type="checkbox"/>
3. Use codes, standards, and policies to determine compliance.	<input type="checkbox"/>	<input type="checkbox"/>
4. Identify deficiencies according to codes, standards, policies.	<input type="checkbox"/>	<input type="checkbox"/>
5. Document and report deficiencies according to policies.	<input type="checkbox"/>	<input type="checkbox"/>

RECOMMENDED AREAS FOR FURTHER TRAINING

CANDIDATE: _____

DATE: _____

EVALUATOR: _____

Indiana Board of Firefighting Personnel Standards and Education
NFPA 1031 2003 EDITION

FIRE INSPECTOR I

DATE: _____

SKILL TEST 14: FIELD INSPECTION

STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION

PERSONNEL CLASSIFICATION: Fire Inspector I.

OBJECTIVE: NFPA Standard 1031 (2003 edition), Chapter 4

4.3.14: Recognize a hazardous fire growth potential in a building or space, given field observations, so that the hazardous conditions are identified, documented, and reported in accordance with the policies of the jurisdiction.

TASK: Use field observations to recognize potential for hazardous fire growth in building or space. Identify, document, and report this condition in accordance with policies of the jurisdiction.

TOOLS/EQUIPMENT: Field observations. Pen/pencil, paper. Policies of the jurisdiction. Applicable codes and standards. Computer/word processor with printer or typewriter and official letterhead, if applicable.

ATTAINMENT STANDARD: Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

DID THE CANDIDATE:	PASS	FAIL
1. Recognize potential for hazardous fire growth.		
2. Use field observations to establish potential for hazardous fire growth.		
3. Identify conditions contributing to this potential situation.		
4. Document conditions contributing to this potential situation.		
5. Report conditions contributing to this potential situation.		
6. Adhere to policies of the jurisdiction.		

RECOMMENDED AREAS FOR FURTHER TRAINING

CANDIDATE: _____

DATE: _____

EVALUATOR: _____

Indiana Board of Firefighting Personnel Standards and Education
NFPA 1031 2003 EDITION

FIRE INSPECTOR I

DATE: _____

SKILL TEST 15: FIELD INSPECTION

STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION

PERSONNEL CLASSIFICATION: Fire Inspector I.

OBJECTIVE: NFPA Standard 1031 (2003 edition), Chapter 4

4.3.15*: Determine code compliance, given the codes, standards, and policies of the jurisdiction and a fire protection issue, so that the applicable codes, standards, and policies are identified and compliance determined.

TASK: Use field observations to determine code compliance in building or space. Identify, document, and report this condition in accordance with policies of the jurisdiction.

TOOLS/EQUIPMENT: Field observations. Pen/pencil, paper. Policies of the jurisdiction. Applicable codes and standards. Computer/word processor with printer or typewriter and official letterhead, if applicable.

ATTAINMENT STANDARD: Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

DID THE CANDIDATE:	PASS		FAIL	
1. Recognize conditions that determine code compliance.				
2. Use field observations to determine code compliance.				
3. Prepare a compliance letter based on a field report.				
4. Adhere to policies of the jurisdiction.				

RECOMMENDED AREAS FOR FURTHER TRAINING

CANDIDATE: _____

DATE: _____

EVALUATOR: _____

FIRE INSPECTOR I

DATE: _____

SKILL TEST 16: FIELD INSPECTION

STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION

PERSONNEL CLASSIFICATION: Fire Inspector I.

OBJECTIVE: NFPA Standard 1031 (2003 edition), Chapter 4

4.3.16: Verify fire flows for a site, given fire flow test results and water supply data, so that required fire flows are in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

TASK: Use fire flow test results and water supply data to verify that fire flows for a site are in accordance with applicable codes and standards. Identify, document, and report deficiencies in accordance with policies of the jurisdiction.

TOOLS/EQUIPMENT: Fire flow test results and water supply data for a given site. Applicable codes and standards. Policies of the jurisdiction. Computer/word processor with printer or typewriter and official letterhead, if applicable. Pen/pencil and paper.

ATTAINMENT STANDARD: Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

DID THE CANDIDATE:	PASS	FAIL
1. Confirm that fire flows for a site are in accordance with applicable codes and standards.	<input type="checkbox"/>	<input type="checkbox"/>
2. Use fire flow test results to verify that required fire flows are present in accordance with applicable codes and standards.	<input type="checkbox"/>	<input type="checkbox"/>
3. Use water supply data to verify that required fire flows are present in accordance with applicable codes and standards.	<input type="checkbox"/>	<input type="checkbox"/>
4. Identify deficiencies according to policies of jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>
5. Document deficiencies according to policies of jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>
6. Report deficiencies according to policies of jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>

RECOMMENDED AREAS FOR FURTHER TRAINING

CANDIDATE: _____

DATE: _____

EVALUATOR: _____